

Request for Proposals
Benzie County Veterans Memorial
Pavilion and Concrete Flat Work

September 2018

Summary

Starting in 2015 the Benzie County Veterans Committee started on a project to construct a veteran's memorial in Benzie County that would recognize the sacrifices of all county residents that have served their county. This memorial was dedicated in August 2017. Phase two of the memorial is the construction of a 30 x 40 pavilion that will be directly adjacent to the veteran memorial located in the Benzonia Township Park. The pavilion will have numerous picnic tables underneath allowing both veterans and non-veterans to enjoy the memorial and celebrate the lives of those who have served our great nation.

The Project

The purpose of the Benzie County Veterans Committee Request for Proposal is twofold:

1. Build a 30' x 40' pavilion located at the Benzie County Veterans Memorial, located in the Benzonia Township park. Site plans for the construction of the pavilion have been completed and will be available for the selected contractor.
2. Pour the concrete (flat work) that will be below the pavilion. The concrete pad will be slightly larger than the pavilion (35'x50') and will be 3 1/2 inches thick at 3500 psi. Appropriate expansion joints will be included to eliminate or minimize the possibility of cracking of the concrete surface. The concrete once poured will be sealed with an appropriate industrial sealer that will prevent staining of the concrete surface and will allow ease of cleaning with a power washer.

The selected contractor will be responsible for all ground work (soil removal, leveling, compacting) to ensure the concrete base is sound.

The selected contractor will be responsible for procuring all required zoning permits from Benzonia Township and building permits from Benzie County as required to complete both projects as identified in this RFP.

This Request for Proposals (RFP) seeks responses from qualified entities to perform that work.

RFP Schedule

The schedule for this RFP is as follows:

Milestone	Date(s)
Issuance of RFP	August 31, 2018
Responses Due	September 15, 2018
Selection of Contractor	September 15, 2018
Commence Construction	End of September 2018
Construction Complete	October 31, 2018

Payment Schedule

1. 50% payment at the start of the project.
2. 50% at the end of construction and once all punch list items have been completed to the satisfaction of the Benzie County Veteran Affairs Committee.

Mr. Bob Roelofs will be serving as the Benzie County Veterans Affairs Committee Construction manager and along with the Benzie County Building Department officials will determine when each phase of the contract is complete and when payment is due.

Contractor Insurance

The Contractor shall procure and maintain the following insurance coverage:

1. **Worker's Compensation Insurance**, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. **Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.
3. **Automobile Liability**, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000.00 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Proposal Submission. Proposals must be received by 5 p.m. on September 15, 2018. They must be received by:

Bob Roelofs, Chairperson
Benzie County Veterans Committee
448 Court Place
Beulah, MI 49617

Request for Proposal Costs

1. Complete not to exceed cost for construction of the 35' x 50, 3 ½ (3500 psi) thick concrete pad \$_____.
2. Complete not to exceed cost for construction of the 30' x 40' pavilion \$_____.

Response Requirements

All responses to this RFP must include:

1. Contact information for the respondent.
2. The name and contact information of the individual who would lead the project (if different from 2, above)
3. The qualifications and experience of the respondent pertaining to this project.
7. References and a summary of up to three similar projects.
8. At least three references for individuals who are familiar with the capabilities and experience of the respondent

Limitations. Nothing in this RFP creates any liabilities, responsibilities, costs or expenses for the Benzie County Veterans Affairs Committee, Benzie County or Benzonia Township. Further, the Benzie County Veterans Affairs Committee may suspend or terminate this RFP without notice and without cause at any time. The Benzie County Veteran Affairs Committee may or may not decide to interview respondents to this RFP and is under no obligation to explain, discuss or otherwise convey any decisions because of this RFP.

Contract

This request for proposal shall serve as a contract between selected contractor and the Benzie County Veterans Affairs Committee and shall be binding on both parties.

The selected contractor may not sub out any sections of the construction project without the expressed written permission of the Benzie County Veterans Affairs Committee.

All work and products will be warranted for any defects for 1 year after final payment for completion of construction.

Selected Contractor Company name

Selected Contractor Signature

Date

Benzie County Veteran Affairs Committee Chairperson

Date

